



## LETTER OF DIRECTIVE

**June 6, 2025**

**Effective June 6, 2025**

**NO EMPLOYEE** at the Columbus P &DC can take over 80 hours of Annual leave without the Plant Manager approvals. **NO ONE** can approve leave without pay (LWOP) unless the Plant Manager approves in advance. **No EAS or acting supervisor** approves change of schedule unless approved first by the Plant Manager.

**Please follow instructions**

*Lawrence Montgomery*  
Lawrence Montgomery  
Executive Plant Manager (Major)  
Columbus P&DC